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Bulletin template: New Exam Bulletin

Job posting preview eLink history

**Bulletin details REGIONAL PLANNING
ASSISTANT II**

Bulletin status Open

Supplemental

Item Number 4430 REGIONAL PLANNING ASSISTANT II

Position Title REGIONAL PLANNING ASSISTANT II

Requirements **MINIMUM REQUIREMENTS:**

OPTION I: A Bachelor's * degree in Urban or Regional Planning from an accredited** four-year college

OPTION II: A Bachelor's* degree from an accredited** four-year college or university, with specialization in Environmental Studies, Geography, Urban Studies, Public Administration, or Landscape Architecture, with 15 semester or 22.5 quarter units of upper division courses in Geographic Information Systems (GIS), Urban or Regional Planning, Cartography, Urban Geography and/or Environmental Planning

OPTION III: A Bachelor's* degree from an accredited** four-year college or university and one year of urban or regional planning experience in a city or county government.

Department Human Resources Countywide Exams

Analyst Kumala, Ferdinand ((213) 351-6451)

Manager Rentino, Jigger ((213) 738-2125)

Number of Vacancies 3

Positions Remaining 3

Exam Number R4430D

Allow Reapplies Yes

Job Type All Others

Max Number of Applications

Job Field General Government Services/Other

Type of Recruitment Open Competitive Job Opportunity

Job Opportunity Information

Sourcing Strategy

Additional Title

Rebulletin Information

Filing Information Standard

Filing Start Date 29-Jan-2015

Filing End Date 28-Feb-2015**Filing End Time** 5:00 pm PST**Salary Type** Monthly**Salary Minimum** 5177.82**Salary Maximum** 6431.82**Annual Salary Range** \$60,000 - \$79,999**Special Salary Information Designation****Special Salary Information****Benefit Information Designation****Benefits Information**

Position/Program Information Participates in planning studies, analyses and research; communicates with the public concerning planning issues, and engages in other planning and zoning activities. This is the journey level in the Regional Planning Assistant class series. Positions allocated to this class receive technical and administrative supervision from a planning supervisor, and are assigned duties in a planning section, such as the issuance of zoning permits, land divisions, land use regulatory enforcement, plan review, geographic information systems, and research studies, for which they are expected to carry out their assignments independently; or be responsible for an element of a specialized research or planning study. All duties assigned require familiarity with basic planning concepts, the content of local general plans, planning and zoning laws; and the application of planning techniques. Incumbents of the class must communicate and present planning concepts, ideas and theories, and the County's planning policies and administrative procedures to the public, orally and in writing.

Essential Job Functions

- Participates in the research, writing, and public discussion regarding the adoption of the County's general plan, area, coastal, community, and neighborhood plans, and other specialized plans and studies.
- Participates in the research and drafting of zoning, subdivision, and other land use regulations.
- Participates in the analysis of complex planning problems, the preparation of population and other planning projections, public property acquisitions and disposal, highway alignments, housing needs, and parking studies.
- Responds in writing or orally to inquiries from the public on General Plan policy, and subdivision and zoning regulations.
- Processes applications for subdivisions, zone changes, variances, and conditional use

permits.

- Evaluates applications for consistency with General Plan policy, and compliance with zoning and subdivision regulations.
- Conducts field inspections, prepares staff reports and public notices, coordinates with other public agencies, and follows all other necessary procedures for public hearings.
- Analyzes, reviews and prepares environmental documents including Initial Studies, Negative Declarations, and both the draft and final versions of the Environmental Impact Reports.
- Explains County and State environmental regulations to the general public and project applicants.
- Investigates and analyzes property ownership, recorded property ownership and zoning histories; gathers and consolidates data from public records and other sources to assist in the development of written staff reports in support of recommendations for official action.
- Investigates violations of zoning regulations, and discusses alleged violations with property owners, the District Attorney, and other enforcement agencies, and may make court appearances.
- Prepares and makes oral presentations of planning development applications, zoning and other planning related information to the Regional Planning Commission, and civic, community, governmental, professional, and other interest groups.
- Prepares graphics, exhibits, maps, and other audio-visual illustrations to present findings and critical issues of planning studies in support of the department's recommendations.
- Uses computer programs or planning applications to prepare reports, maps, spreadsheets, data bases and/or graphics in carrying out planning activities.

Physical Class Designation 2

Physical Class **Physical Class II** – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Safety Position Designation No

Safety Position Requirements

License(s) Required A valid California Class C Driver License or the ability to utilize an alternative method of transportation

when needed to carry out job-related essential functions.

Certificate(s) Required

Shift Any

Special Requirement Information *In order to receive credit for any degree such as a Bachelor's or Master's or course work, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.
Candidates expect to qualify via Option II, **MUST** attach a copy of their official college transcript.

Desirable Qualifications

Accreditation Information Designation Yes

Accreditation Information ** **Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Special Information **TEST PREPARATION:**
An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources Job Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation." You can also access practice tests for the computerized portion of the test by going to the following website:

<http://www.shldirect.com/en/practice-tests/>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Examination Content

The examination will consist of THREE (3) parts:

Part 1*** A written test weighted 65% comprised of Reading Comprehension, Writing, and Data Analysis/Decision Making & Mathematics, Achievement, Confidence & Optimism, Deductive Reasoning, Independence, Influence, Professional Potential and Reliability.

Part 2*** A written test weighted 15% covering

Professional/Technical Knowledge.

***Parts 1 and 2 will be administered on the same day. Candidate must receive a passing score on both parts to move to Part 3, the writing project.

Part 3 Weighted 20%, consist of a Writing Project covering areas of Written Expression, Professional/Technical Knowledge and Critical Thinking

Applicants that have taken identical written test part (s) for other exams within the last 12 months will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

Candidates must achieve a passing score of 70% or higher on each part of the examination in order to be placed on the eligible list.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.

Invitation letters for any test components may be sent to candidates via electronic mail. It is important that you provide a valid e-mail address. Applicants who do not pass the written test will be notified by U.S. Mail.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies in the Department of Regional Planning.

Exam Analyst Phone Number (213) 351-6451

Alternate Exam Unit Contact Number

Exam Analyst Fax Number

Exam Costs

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the Eligible List in the order of their score group for a period of twelve (12) months following the date of promulgation.

Application and Filing Information

APPLICATIONS MUST BE COMPLETED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov>.

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

We must receive your online application by 5:00 p.m. (PST) on or before the last day of filing.

The Acceptance of your application depends on whether you have clearly shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Direct copies of class specifications and minimum or selection requirements as your description of duties will not be sufficient to meet requirements. If your application is incomplete it will be rejected. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing

Act.

The County will make reasonable accommodations.

ADA Coordinator Phone adarequests@hr.lacounty.gov
Teletype Phone 800-899-4099
Alternate Teletype Phone 800-897-0077
California Relay Services Phone 800-735-2922
Department Contact Name Eric De Guia or Ferdi Kumala
Department Contact Phone 213-738-2084
Department Contact Email edegua@hr.lacounty.gov
Education Level Bachelor
Experience Level Less Than A Year
Executive Level Position? No

Additional Information

General Information

Advertising Cost

Agency Cost

Travel Cost

Referral Cost

Relocation Cost

PAR Information

PAR Number

Position Id

Document Id

Expiration Date

Unit

Contact Name 2

Contact Number 2

Other Information

Region

Job Specific Questions

Push Candidate to Supplemental Application

Bulletin Notes

Bulletin team

Name	Dept.	Job title	Phone	Fax
Choi, Jinna ((213)	Human Resources	Human Resources	(213) 738- 2004	(213) 380-

738-2004)	- CEAD	Analyst I		3681
Rivanis, Sarah ((213) 738-2129)	Human Resources - CEAD	Human Resources Analyst III	(213) 738-2129	(213) 380-3683
Rentino, Jigger ((213) 738-2125)	Human Resources - CEAD	Principal Analyst, HR	(213) 738-2125	(213) 380-3681
Arteaga, Olga ((213) 351-2936)	Human Resources - CEAD	Human Resources Analyst III	(213) 351-2936	
Zhang, Sophie ((213) 351-6458)	Human Resources - CEAD	Senior Personnel Assistant	(213) 351-6458	(213) 380-3681

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Bulletin Number 49517BR

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Added by Kumala, Ferdinand ((213) 351-6451)

Added on 13-Jan-2015

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